

**GEORGE M. BRIGGS  
APPLICATION**

**Project Title: MACTE secondary CTE website enhancement**

**Amount Requested: \$10,000 each for two years – total: \$20,000**

**Applicant Agency: Maine Administrators of Career & Technical Education (MACTE)**

**Address: Maine Applied Technology Region 7  
Waldo County Technical Center  
1022 Waterville Road  
Waldo, ME 04915**

**Phone: 207 212-9192**

**Submitted By:**

**Dr. Donald C. Cannan – MACTE Executive Director**

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**Name and Title of Authorized Official**

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**Signature**

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**Name and Title of Program Director**

**Dr. Donald C. Cannan – MACTE Executive Director**

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**Signature**

**Project Officer: Donald C. Cannan**

**Phone: (207) 212-9192**

**Date: Oct. 28, 2015**

**State of Maine  
Department of Administrative and Financial Services  
Division of Purchases**

**COMMISSIONER'S OR DEPARTMENT HEAD'S REQUEST  
FOR CONTRACT/GRANT/PURCHASE APPROVAL**

**Department:** **Education**

**Date:** 11/2/2015

**Contractor:** **Maine Administrators of Career & Technical Education (MACTE)**

**Amount:** **\$20,000**

**Pursuant to Executive Order Number 01 FY 03/04, please complete the following when submitting contracts, grants and/or requisitions for approval:**

- 1. Explain the emergency or essential nature of the service, and the impact of delay or postponement.**

The George Briggs fund was established according to the trust fund set up by Mr. Briggs. The interest earned is to be used by the Department of Education for Vocational Education. An Executive Director and coordination for federal requirements for industry standards are needed. The delay of this grant will not benefit the state, as the funds cannot be redistributed.

- 2. Describe the funding source and any required match, whether immediate or by future journal or other transaction.**

George Briggs Trust Fund, no match required .014-05A-5200-07

- 3. Describe the effort made to reduce the contract or requisition amount (i.e. by work reduction, rate concession, delay of purchase, etc.)**

N/A

- 4. Contact person name:** **Margaret Harvey**  
**Phone:** **624-6739**  
**E-mail:** **margaret.harvey@maine.gov**

- 5. Signature, Commissioner, Department Head, or designee:**

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**THIS COMPLETED FORM MUST ACCOMPANY EACH CONTRACT, GRANT AND  
REQUISITION SUBMITTED FOR APPROVAL.**

**State of Maine**  
**Department of Administrative and Financial Services**  
**Division of Purchases**

**SPECIAL REQUEST FOR PURCHASE APPROVAL**  
**(CAPITAL AND NON-CAPITAL ITEMS)**

Department: **Education** Req: Career and Technical Education\_\_ Date: 11/13/2015

Vendor: Maine Administrators of Career & Technical Education... Est.Amount: **\$20,000**

Pursuant to Executive Order # **05 FY 01/02**, the Division of Purchases has established this protocol for State agencies to follow when submitting requisitions for approval. Please complete the following:

1. Explain the emergency or essential nature of the purchase, and the expected impact of delay or postponement. The George Briggs fund was established according to the trust fund set up by Mr. Briggs. The interest earned is to be used by the Department of Education for Vocational Education.  
\_\_\_\_\_
2. Describe the funding source and any required match, whether immediate or by future journal or other transactions. George Briggs Trust Fund, no match required  
\_\_\_\_\_
3. If replacing current equipment, give age, condition and intended disposition of existing equipment. (Capital Items ONLY.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. If new equipment, identify alternative resources considered to meet the existing need. (Capital Items ONLY.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Dept. Contact Person Name: Margaret Harvey  
Phone: 624-6739  
Email: margaret.harvey@maine.gov
6. Signature, Commissioner or Designee: \_\_\_\_\_

**THIS COMPLETED FORM MUST ACCOMPANY EACH REQUISITION SUBMITTED FOR APPROVAL.**

AdvantageME CT No: \_\_\_\_\_

**STATE OF MAINE  
DEPARTMENT OF EDUCATION  
Agreement to Purchase Services**

THIS AGREEMENT, made this 1st day of Nov 1, 2015, is by and between the State of Maine, Department of Education, hereinafter called "Department," and Maine Administrators of Career & Technical Education (MACTE), located at Region 7, Waldo County Technical Center, telephone number (207) 342-5231, hereinafter called "Provider", for the period of July 1, 2014 to June 30, 2015.

The AdvantageME Vendor/Customer number of the Provider is VC1000095027

WITNESSETH, that for and in consideration of the payments and agreements hereinafter mentioned, to be made and performed by the Department, the Provider hereby agrees with the Department to furnish all qualified personnel, facilities, materials and services and in consultation with the Department, to perform the services, study or projects described in Rider A, and under the terms of this Agreement. The following riders are hereby incorporated into this Agreement and made part of it by reference:

Rider A - Specifications of Work to be Performed  
Rider B - Payment and Other Provisions  
Rider C – Exceptions to Rider B  
Rider D, E, and/or F – (At Department's Discretion)  
Rider G – Identification of Country in Which Contracted Work will be performed

IN WITNESS WHEREOF, the Department and the Provider, by their representatives duly authorized, have executed this agreement in 3 original copies.

**DEPARTMENT OF EDUCATION**

By: \_\_\_\_\_  
Name and Title, Department Representative  
and  
Maine Administrators of Career & Technical  
Education

By: Donald C. Cannan, MACTE Executive Director  
Name and Title, Provider Representative

Total Agreement Amount: \$20,000

Approved: \_\_\_\_\_  
Chair, State Purchases Review Committee  
BP54 (Rev 6/04)

**RIDER A**  
**SPECIFICATIONS OF WORK TO BE PERFORMED**

**Briggs Grant Application .....\$10,000 each year for two years 2015-2016 and 2016-2017**

**Applicant:** Maine Administrators of Career & Technical Education (MACTE)

**Abstract:** The organizational mission of Maine Administrators of Career & Technical Education (MACTE) is to promote and engage Secondary Career & Technical Education in Maine. The Administrators of each of the 27 CTE centers in Maine are bound together by this professional organization. There are many initiatives impacting CTE in Maine, which by definition MACTE is involved in. One of these activities is the maintenance of the [www.maineacte.org](http://www.maineacte.org) web site. Established in 2008 and used extensively with all 27 CTE Centers in Maine we find there are critical update needs aligned to delivering an efficient resource web site for our users. The Maine Career & Technical Education website is an important portal to Technical education in Maine. Marketing to prospective students who would benefit from a CTE experience can sometimes be a challenge, with multiple “gatekeepers” such as High School Guidance Counselors preventing access to some students. The proposed upgrade provides the ability to directly market to students and their families. Schools that have effectively used the online application have seen an increase in enrollment. In order to market to these students, MACTE wants to enhance the use of the website and online applications by students. **Last school year our website had almost one million hits. (See attachment)**

With the increase in smartphone and tablets, many students are now using mobile devices to access and request information about CTE programs. In fact nearly 30% of the visitors to the MACTE website last year were on a mobile device. We suspect that almost 60% of the website site visitors within two years will be using mobile devices. MACTE would like prospective students to have the ability to request information and fill out an online application from a mobile device.

**To meet these goals and current challenges MACTE proposes the following:**

- Create unique QR codes to direct students to the school website and online forms
- Establish a texting service which will enable students to text a keyword to an assigned number and be sent a link to the application form for the individual school
- Create mobile responsive views of the existing MACTE website
- Upgrade the MACTE website to the WordPress content management system

**Training**

To help MACTE staff make the most of the WordPress management tools and website statistics, our developer will provide two hands-on, webinar-style training sessions. The first training will occur prior to the launch of the website and will include information and best practices for editing the site, creating new content, and managing site content. The second training session will happen within one month of site launch and will be designed to cover more advanced topics including reviewing site statistics and embedding media into the site. The training will include any school

staff with responsibilities for upgrading the website and will give them the tools necessary to manage the website content and take control of their sites.

In addition our site developer, RainStorm Inc. will provide unlimited personal support when needed by individual schools.

### **Evaluation/Assessment**

- Number of hits in the new website
- Increased # of online applications
- Number of hits using mobile devices.
- Increase in enrollment

This is a Briggs Grant request for \$10K each year for two years totaling \$20K. There will be an end of year report aligned to the Assessment data and activities/goals. The total cost projected will be \$28K. MACTE will pay the balance of \$8K if this grant is approved

**RIDER B**  
**METHOD OF PAYMENT AND OTHER PROVISIONS**

1. **AGREEMENT AMOUNT** \$20,000

2. **INVOICES AND PAYMENTS** The Department will pay the Provider as follows:

Payment upon invoice submission.

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Payments are subject to the Provider's compliance with all items set forth in this Agreement and subject to the availability of funds. The Department will process approved payments within 30 days.

3. **BENEFITS AND DEDUCTIONS** If the Provider is an individual, the Provider understands and agrees that he/she is an independent contractor for whom no Federal or State Income Tax will be deducted by the Department, and for whom no retirement benefits, survivor benefit insurance, group life insurance, vacation and sick leave, and similar benefits available to State employees will accrue. The Provider further understands that annual information returns, as required by the Internal Revenue Code or State of Maine Income Tax Law, will be filed by the State Controller with the Internal Revenue Service and the State of Maine Bureau of Revenue Services, copies of which will be furnished to the Provider for his/her Income Tax records.

4. **INDEPENDENT CAPACITY** In the performance of this Agreement, the parties hereto agree that the Provider, and any agents and employees of the Provider shall act in the capacity of an independent contractor and not as officers or employees or agents of the State.

5. **DEPARTMENT'S REPRESENTATIVE** The Agreement Administrator shall be the Department's representative during the period of this Agreement. He/she has authority to curtail services if necessary to ensure proper execution. He/she shall certify to the Department when payments under the Agreement are due and the amounts to be paid. He/she shall make decisions on all claims of the Provider, subject to the approval of the Commissioner of the Department.

6. **AGREEMENT ADMINISTRATOR** All progress reports, correspondence and related submissions from the Provider shall be submitted to:

Name:	<u>Donna Tiner</u>
Title:	<u>Perkins Grant Manager</u>
Address:	<u>SHS #23, Augusta, ME 04330</u>

Who is designated as the Agreement Administrator on behalf of the Department for this Agreement, except where specified otherwise in this Agreement.

7. **CHANGES IN THE WORK** The Department may order changes in the work, the Agreement Amount being adjusted accordingly. Any monetary adjustment or any substantive change in the work shall be in the form of an amendment, signed by both parties and approved by the State Purchases Review Committee. Said amendment must be effective prior to execution of the work.

8. **SUB-AGREEMENTS** Unless provided for in this Agreement, no arrangement shall be made by the Provider with any other party for furnishing any of the services herein contracted for without the consent and approval of the Agreement Administrator. Any sub-agreement hereunder entered into subsequent to the execution of this Agreement must be annotated "approved" by the Agreement Administrator before it is reimbursable hereunder. This provision will not be taken as requiring the approval of contracts of employment between the Provider and its employees assigned for services there under.

9. **SUBLETTING, ASSIGNMENT OR TRANSFER** The Provider shall not sublet, sell, transfer, assign or otherwise dispose of this Agreement or any portion thereof, or of its right, title or interest therein, without written request to and written consent of the Agreement Administrator. No subcontracts or transfer of agreement shall in any case release the Provider of its liability under this Agreement.

10. **EQUAL EMPLOYMENT OPPORTUNITY** During the performance of this Agreement, the Provider agrees as follows:

- a. The Provider shall not discriminate against any employee or applicant for employment relating to this Agreement because of race, color, religious creed, sex, national origin, ancestry, age, physical or mental disability, or sexual orientation, unless related to a bona fide occupational qualification. The Provider shall take affirmative action to ensure that applicants are employed and employees are treated during employment, without regard to their race, color, religion, sex, age, national origin, physical or mental disability, or sexual orientation.

Such action shall include but not be limited to the following: employment, upgrading, demotions, or transfers; recruitment or recruitment advertising; layoffs or terminations; rates of pay or other forms of compensation; and selection for training including apprenticeship. The Provider agrees to post in conspicuous places available to employees and applicants for employment notices setting forth the provisions of this nondiscrimination clause.

- b. The Provider shall, in all solicitations or advertising for employees placed by or on behalf of the Provider relating to this Agreement, state that all qualified applicants shall receive consideration for employment without regard to race, color, religious creed, sex, national origin, ancestry, age, physical or mental disability, or sexual orientation.
- c. The Provider shall send to each labor union or representative of the workers with which it has a collective bargaining agreement, or other agreement or understanding, whereby it is furnished with labor for the performance of this Agreement a notice to be provided by the contracting agency, advising the said labor union or workers' representative of the Provider's

commitment under this section and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

- d. The Provider shall inform the contracting Department's Equal Employment Opportunity Coordinator of any discrimination complaints brought to an external regulatory body (Maine Human Rights Commission, EEOC, Office of Civil Rights) against their agency by any individual as well as any lawsuit regarding alleged discriminatory practice.
- e. The Provider shall comply with all aspects of the Americans with Disabilities Act (ADA) in employment and in the provision of service to include accessibility and reasonable accommodations for employees and clients.
- f. Contractors and subcontractors with contracts in excess of \$50,000 shall also pursue in good faith affirmative action programs.
- g. The Provider shall cause the foregoing provisions to be inserted in any subcontract for any work covered by this Agreement so that such provisions shall be binding upon each subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

11. **EMPLOYMENT AND PERSONNEL** The Provider shall not engage any person in the employ of any State Department or Agency in a position that would constitute a violation of 5 MRSA § 18 or 17 MRSA § 3104. The Contractor shall not engage on a full-time, part-time or other basis during the period of this Agreement, any other personnel who are or have been at any time during the period of this Agreement in the employ of any State Department or Agency, except regularly retired employees, without the written consent of the State Purchases Review Committee. Further, the Provider shall not engage on this project on a full-time, part-time or other basis during the period of this Agreement any retired employee of the Department who has not been retired for at least one year, without the written consent of the State Purchases Review Committee. The Provider shall cause the foregoing provisions to be inserted in any subcontract for any work covered by this Agreement so that such provisions shall be binding upon each subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

12. **STATE EMPLOYEES NOT TO BENEFIT** No individual employed by the State at the time this Agreement is executed or any time thereafter shall be admitted to any share or part of this Agreement or to any benefit that might arise there from directly or indirectly that would constitute a violation of 5 MRSA § 18 or 17 MRSA § 3104. No other individual employed by the State at the time this Agreement is executed or any time thereafter shall be admitted to any share or part of this Agreement or to any benefit that might arise there from directly or indirectly due to his employment by or financial interest in the Provider or any affiliate of the Provider, without the written consent of the State Purchases Review Committee. The Provider shall cause the foregoing provisions to be inserted in any subcontract for any work covered by this Agreement so that such provisions shall be binding upon each subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

13. **WARRANTY** The Provider warrants that it has not employed or contracted with any company or person, other than for assistance with the normal study and preparation of a proposal, to solicit or secure this Agreement and that it has not paid, or agreed to pay, any company or person, other than a bona fide employee working solely for the Provider, any fee, commission, percentage, brokerage fee, gifts, or any other consideration, contingent upon, or resulting from the award for making this Agreement. For breach or violation of this warranty, the Department shall have the right to annul this Agreement without liability or, in its discretion to otherwise recover the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee.

14. **ACCESS TO RECORDS** The Provider shall maintain all books, documents, payrolls, papers, accounting records and other evidence pertaining to this Agreement and make such materials available at its offices at all reasonable times during the period of this Agreement and for such subsequent period as specified under Maine Uniform Accounting and Auditing Practices for Community Agencies (MAAP) rules. The Provider shall allow inspection of pertinent documents by the Department or any authorized representative of the State of Maine or Federal Government, and shall furnish copies thereof, if requested.

15. **TERMINATION** The performance of work under the Agreement may be terminated by the Department in whole, or in part, whenever for any reason the Agreement Administrator shall determine that such termination is in the best interest of the Department. Any such termination shall be effected by delivery to the Provider of a Notice of Termination specifying the extent to which performance of the work under the Agreement is terminated and the date on which such termination becomes effective. The Agreement shall be equitably adjusted to compensate for such termination, and modified accordingly.

16. **GOVERNMENTAL REQUIREMENTS** The Provider warrants and represents that it will comply with all governmental ordinances, laws and regulations.

17. **GOVERNING LAW** This Agreement shall be governed in all respects by the laws, statutes, and regulations of the United States of America and of the State of Maine. Any legal proceeding against the State regarding this Agreement shall be brought in State of Maine administrative or judicial forums. The Provider consents to personal jurisdiction in the State of Maine.

18. **STATE HELD HARMLESS** The Provider agrees to indemnify, defend and save harmless the State, its officers, agents and employees from any and all claims, costs, expenses, injuries, liabilities, losses and damages of every kind and description (hereinafter in this paragraph referred to as "claims") resulting from or arising out of the performance of this Agreement by the Provider, its employees, agents, or subcontractors. Claims to which this indemnification applies include, but without limitation, the following: (i) claims suffered or incurred by any contractor, subcontractor, material man, laborer and any other person, firm, corporation or other legal entity (hereinafter in this paragraph referred to as "person") providing work, services, materials, equipment or supplies in connection with the performance of this Agreement; (ii) claims arising out of a violation or infringement of any proprietary right, copyright, trademark, right of privacy or other right arising out of publication, translation, development, reproduction, delivery, use, or disposition of any data, information or other matter furnished or used in connection with this Agreement; (iii) Claims arising out of a libelous or other unlawful matter used or developed in

connection with this Agreement; (iv) claims suffered or incurred by any person who may be otherwise injured or damaged in the performance of this Agreement; and (v) all legal costs and other expenses of defense against any asserted claims to which this indemnification applies. This indemnification does not extend to a claim that results solely and directly from (i) the Department's negligence or unlawful act, or (ii) action by the Provider taken in reasonable reliance upon an instruction or direction given by an authorized person acting on behalf of the Department in accordance with this Agreement.

19. **NOTICE OF CLAIMS** The Provider shall give the Contract Administrator immediate notice in writing of any legal action or suit filed related in any way to the Agreement or which may affect the performance of duties under the Agreement, and prompt notice of any claim made against the Provider by any subcontractor which may result in litigation related in any way to the Agreement or which may affect the performance of duties under the Agreement.

20. **APPROVAL** This Agreement must have the approval of the State Controller and the State Purchases Review Committee before it can be considered a valid, enforceable document.

21. **LIABILITY INSURANCE** The Provider shall keep in force a liability policy issued by a company fully licensed or designated as an eligible surplus line insurer to do business in this State by the Maine Department of Professional & Financial Regulation, Bureau of Insurance, which policy includes the activity to be covered by this Agreement with adequate liability coverage to protect itself and the Department from suits. Providers insured through a "risk retention group" insurer prior to July 1, 1991 may continue under that arrangement. Prior to or upon execution of this Agreement, the Provider shall furnish the Department with written or photocopied verification of the existence of such liability insurance policy.

22. **NON-APPROPRIATION** Notwithstanding any other provision of this Agreement, if the State does not receive sufficient funds to fund this Agreement and other obligations of the State, if funds are de-appropriated, or if the State does not receive legal authority to expend funds from the Maine State Legislature or Maine courts, then the State is not obligated to make payment under this Agreement.

23. **SEVERABILITY** The invalidity or unenforceability of any particular provision or part thereof of this Agreement shall not affect the remainder of said provision or any other provisions, and this Agreement shall be construed in all respects as if such invalid or unenforceable provision or part thereof had been omitted.

24. **INTEGRATION** All terms of this Agreement are to be interpreted in such a way as to be consistent at all times with the terms of Rider B (except for expressed exceptions to Rider B included in Rider C), followed in precedence by Rider A, and any remaining Riders in alphabetical order.

25. **FORCE MAJEURE** The Department may, at its discretion, excuse the performance of an obligation by a party under this Agreement in the event that performance of that obligation by that party is prevented by an act of God, act of war, riot, fire, explosion, flood or other catastrophe, sabotage, severe shortage of fuel, power or raw materials, change in law, court order, national defense requirement, or strike or labor dispute, provided that any such event and the delay caused

thereby is beyond the control of, and could not reasonably be avoided by, that party. The Department may, at its discretion, extend the time period for performance of the obligation excused under this section by the period of the excused delay together with a reasonable period to reinstate compliance with the terms of this Agreement.

26. **SET-OFF RIGHTS** The State shall have all of its common law, equitable and statutory rights of set-off. These rights shall include, but not be limited to, the State's option to withhold for the purposes of set-off any monies due to the Provider under this Agreement up to any amounts due and owing to the State with regard to this Agreement, any other Agreement, any other Agreement with any State department or agency, including any Agreement for a term commencing prior to the term of this Agreement, plus any amounts due and owing to the State for any other reason including, without limitation, tax delinquencies, fee delinquencies or monetary penalties relative thereto. The State shall exercise its set-off rights in accordance with normal State practices including, in cases of set-off pursuant to an audit, the finalization of such audit by the State agency, its representatives, or the State Controller.

27. **ENTIRE AGREEMENT** This document contains the entire Agreement of the parties, and neither party shall be bound by any statement or representation not contained herein. No waiver shall be deemed to have been made by any of the parties unless expressed in writing and signed by the waiving party. The parties expressly agree that they shall not assert in any action relating to the Agreement that any implied waiver occurred between the parties which is not expressed in writing. The failure of any party to insist in any one or more instances upon strict performance of any of the terms or provisions of the Agreement, or to exercise an option or election under the Agreement, shall not be construed as a waiver or relinquishment for the future of such terms, provisions, option or election, but the same shall continue in full force and effect, and no waiver by any party of any one or more of its rights or remedies under the Agreement shall be deemed to be a waiver of any prior or subsequent rights or remedy under the Agreement or at law.

RIDER G  
IDENTIFICATION OF COUNTRY  
IN WHICH CONTRACTED WORK WILL BE PERFORMED

**Please identify the country in which the services purchased through this contract will be performed:**



**United States. Please identify state: ME**



**Other. Please identify country: \_\_\_\_\_**

**Notification of Changes to the Information**

The Provider agrees to notify the Division of Purchases of any changes to the information provided above.

**Department of Education  
Agreement Review Process**

**Summary Sheet**

1. Type of Document:

RFP\_\_\_\_ Grant X\_\_\_\_ Continuation Grant\_\_\_\_ Grant reapplication\_\_\_\_

Agreement for Services\_\_\_\_ Amendment to Agreement\_\_\_\_  
(attach copy of underlying agreement)

2. Cost \$20,000

• Funding Source(s): 014 05A 5200 07  
(Fund) (Agency) (Rep Org) (Approp Unit)

• Attach Budget Breakdown

3. Dates:

RFP	Issue____	Close____
Grant	Start <u>11/1/15</u>	End <u>6/30/17</u>
Continuation Grant	Start____	End____
Grant Reapplication	Start____	End____
Agreement for Services	Start____	End____
Amendment to Agreement	Start____	End____

4. Parties Involved in Agreement/RFP: Maine Administrators of Career & Technical Education and Maine Department of Education

5. Services Solicited /Obtained: CTE Leadership Activities

6. Beneficiaries of Services: Career and Technical Education Field & Community

7. Potential for State policy changes? Y/N N

If yes, explain \_\_\_\_\_

8. Who would benefit from policy changes? N/A \_\_\_\_\_

9. Please identify the team member(s) who wrote this document:

Donna Tiner

10. Please identify the relationship this document may have to any other RFP, grant or agreement currently in effect or being developed by the Team or by any other Team in the Department:

MACTE receives an annual George Briggs grant for services to the  
CTE community in the amount of \$30,000. CT# 054 20150423\*3436

11. Please list below the specific measurable performance goals, indicators and measures for the services being procured under this document, in the format below. Attach additional pages if necessary. These goals, indicators and measures should be identical to the specifications of the work to be performed in Rider A of the Agreement. To avoid duplication, you may respond to #11 by submitting a copy of Rider A in the format outlined below.

Goal 1:	
Indicator	Measure
Indicator	Measure
Indicator	Measure

\_\_\_\_\_  
Team Leader

\_\_\_\_\_  
Date

\*\*\*\*\*

**DATE OF REVIEW:** \_\_\_\_\_

**APPROVED/NOT APPROVED**

**ADDITIONAL QUESTIONS FROM REVIEW TEAM:**

\_\_\_\_\_

\_\_\_\_\_

**DATE ADDITIONAL INFORMATION DUE:** \_\_\_\_\_

**DATE OF SECOND REVIEW:** \_\_\_\_\_

**APPROVED/NOT APPROVED**

**STATE OF MAINE**  
**REQUISITION FOR CONTRACT/GRANT AUTHORIZATION**

DATE: Nov. 1, 2015  
DEPARTMENT: Maine Department of Education Contact: Meg Harvey -624-6739  
CONTRACTOR/GRANTEE: Maine Administrators of Career & Technical Education (MACTE)  
CONTRACT/GRANT SERVICES \_\_\_\_\_ SUM: \$30,000  
APPROP. NO.: 014-05A-5200-07

To advance professional development activities for Maine's  
vocational & technical teachers and administrators

TERM: 11/1/15 to 6/30/16

Note: Respond to all questions below; applicable to this contract. Additional pages may be attached as necessary.

**SUBSTANTIATION OF NEED** : (Include statutory cite, cost savings, if any, and history of contracting relationship): The George Briggs Fund is a trust established in Mr. Briggs name by his last will and testimony. The interest generated is to be used for vocational education. This is to be drawn semi-annually and dispersed by the Department of Education.

**IMPACT OF CONTRACT ON CIVIL SERVICE SYSTEMS**: (Describe any displacement/dislocation of State Employees):

N/A

**EMPLOYER/EMPLOYEE RELATIONSHIP BETWEEN STATE AND CONTRACTOR**:

N/A

**EFFECT ON STATE AFFIRMATIVE ACTION EFFORTS**:

N/A

**JUSTIFICATION FOR SOLE SOURCE**: (if applicable):

The will states that the State Board of Education and /or the Commissioner of Education will determine and approve the recipients of the grant funds.

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Office use only

( ) MSEA REVIEW (contracts only) Date forwarded \_\_\_\_\_ ( ) Info. Request ( ) Conference \_\_\_\_\_ ( ) Date cleared \_\_\_\_\_  
File No. \_\_\_\_\_

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Please forward to: Division of Purchases, 9 State House Station, Augusta, Maine 04333-009

**CONTRACT/GRANT DESIGNATION AND  
REQUISITION FOR CONTRACT/GRANT AUTHORIZATION**

**PART ONE      CONTRACT/GRANT DESIGNATION** – Check ONE of the following options:

☐ The document is a **Contract**  
The principal purpose of this relationship is to purchase, lease, or barter property or services for the direct benefit of the government.

☒ The document is a **Grant**  
The principal purpose of this relationship is the transfer of money, property, services, or anything of value to the recipient in order to accomplish a public purpose of support—with no substantial involvement between the state agency or department and the recipient during the performance of the activity.

**PART TWO      REQUISITION FOR CONTRACT/GRANT AUTHORIZATION**

Department:  
Contractor:  
Services:

Dept Contact Name:  
Dept Contact Telephone:  
Contract/Amd Amount:  
Contract Start Date:  
Contract End Date:

NOTE: Respond to all questions below applicable to this contract. Additional pages may be attached as necessary.

**SUBSTANTIATION OF NEED:** (Include statutory cite, cost savings, if any, and history of the contracting relationship)

**IMPACT ON CIVIL SERVICE SYSTEMS:** (Describe any displacement/dislocation of State employees)

**EMPLOYER/EMPLOYEE RELATIONSHIP BETWEEN STATE AND CONTRACTOR:**

**EFFECT ON STATE AFFIRMATIVE ACTION EFFORTS:**

**JUSTIFICATION FOR SOLE SOURCE PROCUREMENT:** (If applicable)

**EVIDENCE OF PRIOR/SCHEDULED RFP, OR OTHER COMPETITIVE PROCESS:**

Office use only  
( ) MSEA REVIEW (contracts only) Date forwarded \_\_\_\_\_ ( ) Info. Request ( ) Conference \_\_\_\_\_ ( ) Date cleared \_\_\_\_\_  
File No. \_\_\_\_\_

Please forward to: Division of Purchases, 9 State House Station, Augusta, Maine 04333-009